



**DEPARTMENT OF THE NAVY**  
**NAVAL SERVICE TRAINING COMMAND**  
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**GREAT LAKES, ILLINOIS 60088-2845**

NSTCINST 1040.1  
N00C  
1 Sep 09

NSTC INSTRUCTION 1040.1

From: Commander, Naval Service Training Command

Subj: CAREER DEVELOPMENT BOARD PROGRAM

Ref: (a) OPNAVINST 1040.11B  
(b) NAVPERS 15878J (Rev 10-03), Bureau of Naval  
Personnel Career Counselor Handbook  
(c) OPNAVINST 1306.2E

1. Purpose. To provide procedures, assign responsibilities and maintain within Naval Service Training Command (NSTC) a standardized Career Development Board (CDB), using as a minimum references (a) through (c).

2. Cancellation. NTCGLAKESINST 1401.1A.

3. Discussion. The CDB provides career guidance to enlisted personnel in all paygrades. CDBs ensure enlisted personnel are provided the information and direction needed to ensure optimal professional and personal development. CDB discussion topics and requirements are outlined in reference (b).

4. Responsibilities and Action

a. Commanding Officers (COs), Officers-in-Charge (OICs) or equivalent will:

(1) Ensure the CDB is fully effective in providing each Sailor the best possible advice and guidance;

(2) Per reference (c), ensure the Command Master Chief (CMC)-Senior Enlisted Leader (SEL) chairs, coordinates, and participates in the command's CDB program; and

(3) Review reports of the CDB and endorse as appropriate.

b. Executive Officers (XOs), Assistant Officers-in-Charge (AOICs) or equivalent will ensure active participation by

department/division officers and leading chief petty officers (LCPOs) at every CDB.

c. Command Master Chiefs (CMCs) will:

(1) Per reference (c), chair, coordinate, monitor, and participate in the CDB program; and

(2) Ensure CDBs are held, conducted and recorded per references (a) and (b) utilizing the Career Information Management System (CIMS).

d. Command Career Counselors (CCC) will:

(1) Be the principal advisor to the departmental/divisional Career Counselors (CCs);

(2) Coordinate and monitor the CDB program per references (a) and (b) as directed by the CMC;

(3) Train all department CCs on coordination and management of the department CDB program and proper conduct of CDBs;

(4) Ensure all newly reporting personnel are indoctrinated on the provisions and requirements of the CDB;

(5) Schedule and participate in all command CDBs;

(6) Utilize CIMS to conduct and record command CDBs, and to verify all department and division CDBs;

(7) Ensure all department/division CCCs have necessary access and proper designation and training to use CIMS;

(8) Provide department CCs monthly CDB due and pending lists;

(9) Maintain all CDB minutes for two years; and

(10) Provide personnel records and information, and advancement criteria and statistics as required for review by the CDB.

e. Department LCPOs or equivalent will:

(1) Serve as the Chairman of department CDBs.

(2) Ensure department CDBs are held, conducted and recorded per reference (a) utilizing CIMS; and

(3) Accompany Sailors to all appearances before the CDB.

f. Department CCs will:

(1) Coordinate and monitor the department's CDB program.

(2) Schedule and participate in all department CDBs.

(3) Provide monthly CDB requirements to division CCs.

(4) Utilize CIMS to conduct and record all department CDBs.

g. Division LCPOs will:

(1) Ensure division CDBs are held, conducted and recorded per reference (a) utilizing CIMS; and

(2) Accompany Sailors to all appearances before the CDB.

h. Division CCs will:

(1) Coordinate and monitor the division's CDB program;

(2) Schedule and participate in all division CDBs; and

(3) Utilize CIMS to conduct and record all division CDBs.

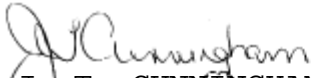
5. CDB Board composition. CDB Board composition requirements are contained in reference (b).

6. Candidate requirements to appear before the CDB. All candidate requirements to appear before the CDB are listed in reference (b).

7. CDB responsibilities. The CDB is charged with providing each enlisted member with the best possible guidance and advice regarding their future professional and personal development. The CDB will make its recommendations based on the individual's

qualifications and desires. Each recommendation provided by the CDB must be well founded and based on true conviction that the best interests of the individual and the U.S. Navy are being met.

8. Reporting requirements. Commands will develop reporting procedures that will ensure a consolidated written report is provided, at a minimum monthly, by the CCC to the CMC for submission to the CO. This report will include all personnel seen by the CDB and will summarize all CDB actions and recommendations.

  
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Distribution: (NSTCINST 5216.1B)  
List 4